

Government of the District of Columbia  
Executive Office of the Mayor  
Justice Grants Administration  
1350 Pennsylvania Avenue, NW Suite 407  
Washington D.C. 20004



## **REQUEST FOR APPLICATIONS**

**RFA # 2011-06**

**Juvenile Accountability Block Grant:  
Juvenile Justice Accountability Program**

**Release Date: April 15, 2010**

**Application deadline: May 28, 2010 by 5:00 PM  
Late applications will not be accepted.**

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Application registration: Applicants are strongly encouraged to subscribe to JGA's FY 2011 Funding Opportunities email updates for bidders' conference announcements and other important information. Registration may be accessed on the Funding Opportunities page of JGA's website: <http://jga.oca.dc.gov>

The Executive Office of the Mayor (EOM) of the Government of the District of Columbia reserves the right to, without prior notice, reduce or cancel one or more programs listed in this Request for Applications (RFA), reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the, if awarded, sub grant agreement or Memorandum of Understanding, are contingent on continued federal funding, sub grantee performance, and/or reduction, elimination, or reallocation of federal funds by the United States Congress and/or the US Department of Justice, and in accordance with applicable sections within the sub grant award and/or agreement.

## Table of Contents

<b>I.</b>	<b>Availability of Funds Summary.....</b>	<b>3</b>
a.	Federal grant award summary.....	3
b.	Potential funding level and number of awards .....	3
c.	Award period .....	3
d.	Eligibility requirements .....	3
<b>II.</b>	<b>Funding Initiative.....</b>	<b>4</b>
a.	Funding Initiative.....	4
b.	Required project/program activities and use of funds .....	5
c.	Required Performance Measures (Outputs/Outcomes) .....	7
d.	Required collaboration.....	11
<b>III.</b>	<b>Application requirements.....</b>	<b>11</b>
a.	Project Abstract.....	11
b.	Program Narrative.....	11
c.	Performance Measures (Outputs/Outcomes) .....	12
d.	Statement of Qualifications.....	12
e.	Budget and Budget Narrative.....	12
f.	Financial Statements/Business License .....	14
g.	Sustainability.....	14
h.	Disclosure of Legal Proceedings .....	14
<b>IV.</b>	<b>Administrative Requirements.....</b>	<b>14</b>
a.	Tax Requirements .....	14
b.	Programmatic reporting/Monitoring.....	15
c.	Reimbursement requests and expenditure reports .....	15
d.	Insurance clause .....	15
e.	High Risk Designation.....	16
f.	Privacy/Confidentiality .....	16
g.	Additional requirements.....	16
<b>V.</b>	<b>JGA, Funding, and RFA Background .....</b>	<b>16</b>
a.	JGA agency description .....	16
b.	Competitive regulations .....	17
c.	Payment provisions.....	17
d.	Non-discrimination in delivery of services and discrimination reporting .....	17
e.	Rights in data .....	17
f.	Corrective action and termination of funding.....	17
g.	Contingency clauses.....	17
<b>VI.</b>	<b>Proposal Submission and Review Process.....</b>	<b>18</b>
a.	Registration .....	18
b.	Submission process.....	18
c.	Inquiries .....	19
d.	Informational session .....	19
e.	Application review and scoring .....	19
f.	Award decisions and notification.....	19
<b>VII.</b>	<b>Application Checklist.....</b>	<b>20</b>

## **I. Availability of Funds Summary**

### *a. Federal grant award summary*

The Juvenile Accountability Block Grant program (JABG) from the Office of Juvenile Justice and Delinquency Prevention is focused on youth offender and systems reform activities that promote increased accountability. For the juvenile offender, accountability means a system of individualized graduated sections through which the offender is made aware of, and held responsible for the loss, damage, or injury perpetrated on a victim. For the juvenile justice system, the JABG is designed to provide resources to increase the juvenile justice system's capacity to track and evaluate juveniles' experiences through the system and ensure that programs, policies, and agencies are held accountable for the quality and outcomes of their operations and services.

### *b. Potential funding level and number of awards*

The Juvenile Justice Accountability Program, administered by the Executive Office of the Mayor, Justice Grants Administration (JGA) under the authority of the Department of Justice, Office of Juvenile Justice Delinquency and Prevention is seeking applications for FY2011. JGA projects that \$267,425 will be available to support up to four awards. Award numbers and amounts are subject to change depending upon federal funding levels and the quality and quantity of proposals received. The RFA does not commit JGA to make an award.

JGA reserves the right to accept or deny any or all applications if JGA determines it is in the best interest of JGA to do so. JGA will notify applicants if the application is not selected for funding.

### *c. Award period*

The funding period for awards is scheduled to begin on October 1, 2010 in line with the start of Fiscal Year 2011. Grantees will be expected to begin project activities at this time. All awards will be for a 12-month project period unless otherwise noted; no extensions past 12 months will be granted except in exceptional circumstances and through a formal request and approval process.

Current grantees will have to reapply to JGA for subsequent years of funding with continued grant awards contingent upon grantee's demonstrated progress and project outcomes.

### *d. Eligibility requirements*

Qualified government and non-governmental organizations that are partnering with government agencies are eligible and invited to submit applications specific to the RFA funding priorities. Proposed costs shall be determined in accordance with the District of Columbia *City-Wide Grants Manual and Sourcebook*; 2 CFR 230 (A-122), "Cost Principles for Non-Profit Organizations"; 2 CFR 225 (A-87), "Cost Principles for State,

Local, and Indian Tribal Governments”; and 2 CFR 220 (A-21), “Cost Principles for Educational Institutions”; OMB Circular A-133 is used pursuant to the Single Audit Act 502, and the Single Audit Act Amendments of 1996, P.L. 104-156.

## **II. Funding Initiative**

### *a. Funding Initiative*

Consistent with the federal purpose areas for the Juvenile Accountability Block Grant; guidance provided by JGA’s advisory boards; empirically-supported and best practices in the field; and feedback provided through interviews with a diverse array of stakeholders in the juvenile and criminal justice systems, JGA has identified several funding initiatives for this solicitation.

The goal of this program is to focus on effective juvenile justice system improvements to reduce juvenile offending through staff hiring, staff training, accountability-based programs, and reentry programs. Applicants must identify a proposed set of activities for funding in one or more of these areas, and applications should be reflective of the identified principles and practices in the chosen area(s):

#### ***Funding Program Area 1: Staff hiring:***

The District of Columbia has a complex juvenile justice system with multiple District and Federal agency partners. The Office of the Attorney General is the District of Columbia government agency that prosecutes juveniles. The Public Defender Service (a quasi-Federal agency) provides court-appointed defense attorneys. The District’s criminal court system and Court Social Services (the juvenile probation agency) fall under the District of Columbia Superior Court, which is a Federal agency. The District of Columbia has a statutory requirement that all youth who are either detained or in shelter house placement must be tried within 30 – 45 days. The focus of this program area is to hire additional staff to promote effective and expeditious juvenile justice system administration. Applications should focus on retaining and/or hiring juvenile court judges, probation officers, court-appointed defenders, special advocates, and prosecutors to promote the effective and expeditious administration of the juvenile justice system, including the prosecution and case backlog reduction. Applicants should demonstrate that additional staff will further strengthen the communication and collaboration amongst probation officers, court-appointed defenders, and prosecutors in an effort to lessen the need to securely detain youth.

#### ***Funding Program Area 2: Training***

Training and continuing education opportunities are important for juvenile justice stakeholders to encourage and increase knowledge on pertinent issues. The focus of this program area is to provide training opportunities for juvenile justice personnel to improve the quality of services provided to juveniles, to increase the efficiency in case processing and to improve assessments of juveniles. Training/continuing education opportunities may include the following: mental health assessment, prosecutions, cultural competency, risk assessment, data collection/evaluation, etc. Training activities must demonstrate a

connection between the juvenile justice system improvements and the reduction in juvenile offending.

If the applicant is applying to provide training to government organizations, then the applicant must have prior experience, qualifications, the ability to conduct the proposed trainings, and an assessment scoring tool.

***Funding Program Area 3: Accountability-based programs***

There is a need for increased service capacity in the community to support and complement the work of juvenile probation officers and other court and juvenile justice officials. In particular, there is high demand for programs that are accountability- and evidence-based and which are able to demonstrate measurable results, such as reducing recidivism. The focus of this program area is to improve and increase the capacity of government agencies and community-based organizations to provide accountability-based services and programs. Applications must provide programming to reduce use of detention and provide alternatives to detention. Programming includes, but is not limited to, restitution, community service, victim-offender mediation, and other restorative justice sanctions.

***Funding Program Area 4: Reentry programs***

Youth reentering the community after a period of secure confinement have special educational, social, and other needs. To ensure a successful transition, youth should be engaged in a variety of pro-social activities such as training, education and life skills. They should also be provided with counseling and other support services. There is the need for community-based service providers to assist with discharge planning and provide transitional support and programming after release, bridging the gap between institutional and community-based services. The focus of this program area is to reduce violence and re-offending among committed youth by providing community-based reentry support services.

***b. Required project/program activities and use of funds***

**Project/program activities**

**i. Staff hiring**

- Applications must indicate how personnel expenses will increase the organization's capacity, effectiveness and efficiency in pre-trial activities, including time for case review by probation officers, court-appointed defenders, special advocates, and prosecutors.
- In addition, grantees will be required to use 5% of their JGA sub-grant award to support an evaluation of this grant as described in section IIIc

**ii. Training**

- Training (internal and external) activities may include, but are not limited to: mental health assessment, prosecutions, cultural competency, risk assessment, data collection/evaluation, etc.

- Applications must identify the training/continuing education opportunity and number of personnel to receive training.
  - Community-based organizations providing training to juvenile justice-serving agencies must provide a letter of commitment between the applicant and participating government agencies.
  - Applications must include a detailed description of how JGA funds will be used to strengthen organizational capacity to provide and measure the impact of these services.
  - In addition, grantees will be required to use 5% of their JGA sub-grant award to support an evaluation of this grant as described in section IIIc
- iii. Accountability-based programs
- Applications may include programming activities to support the following: alternatives to detention programs; programs that provide services/activities to youth in the community; and/or programs that provide supervision to youth in the community.
  - Applications must demonstrate how funding will be used to improve and/or expand existing services.
  - Applications must include a detailed description of how JGA funds will be used to strengthen organizational capacity to provide and measure the impact of these services.
  - In addition, grantees will be required to use 5% of their JGA sub-grant award to support an evaluation of this grant as described in section IIIc
- iv. Reentry programs
- Applications may include programming activities to support the following: programs or initiatives that reduce violence and reoffending among committed youth; discharge planning for youth in custody; transitional support services in the community; and/or ongoing programming and intervention services for youth in the community who are at risk for reoffending.
  - Applications must demonstrate how funding will be used to improve and/or expand existing services.
  - Applications must include a detailed description of how JGA funds will be used to strengthen organizational capacity to provide and measure the impact of these services.
  - In addition, grantees will be required to use 5% of their JGA sub-grant award to support an evaluation of this grant as described in section III. c.

### **Use of funds**

- Funds may be used for staffing, technology and systems (i.e. data collection for evaluation), or other types of resource investments.
- JGA requires a satisfactory evaluation of each grantee's project-related outcomes. To ensure adequate reporting and demonstration of the organization's impact, 5% of the funds awarded must be used to develop or enhance evaluation tools and/or reporting.

*c. Required Performance Measures (Outputs/Outcomes)*

- i. Definitions: Outputs should include concrete, measurable services or deliverables produced by a program. Outcomes describe the end result of efforts, and should also be measurable. Outcomes may apply to the immediate impact of program activities, or may describe a broader long-term result that cannot be measured within the project timeline (e.g., impact on a community or system as a whole), applicants may include both measureable immediate and overall long-term outcomes. Outcomes should be logically linked to one or more outputs.

The below outputs and outcomes are designed to measure system accountability and the organization's infrastructure in addition to program scope. Once the program established, additional, more specific outputs and outcomes will be required.

- ii. Staff Hiring

- Outputs
  - Number and percent of each of the following types of staff hired: prosecutors; judges; probation officers; defenders; special advocates; pretrial service staff
  - Number and percent of vacant positions for each of the following staff types: prosecutors; judges; probation officers; defenders; special advocates; pretrial service staff
- Outcomes
  - Number and percent of eligible youth served using graduated sanctions approaches
  - Number and percent of prosecutors that handle cases involving juvenile offenders exclusively
  - Number and percent of cases disposed involving drugs, gangs, or youth violence
  - Number and percent of violent offenders cases prosecuted on a "fast track"
  - Number of options available (i.e. fast track prosecution or diversion) available for handling cases involving drugs, gangs or youth violence
  - Number and percent of program youth who were rearrested or seen at a juvenile court for a new delinquent offense
  - Number and percent of programs/initiatives employing evidence-based practices
  - Number of youth to receive pre-trials services and the number of pre-trial services
  - Number of hours per week and percent of staff time spent directly serving clients
  - For all clients served, the number and percentage of youth who exhibit a desired change in targeted behaviors during and after program participation, including the following as appropriate:
    - Substance abuse

- Social competence/Anti-social behavior
- School attendance and GPA
- GED or High School completion
- Job Skills/Employment status
- Family relationships/family functioning
- Gang-related activities

### iii. Training

- Outputs
  - Number and percent of staff trained in topics related to drugs, gangs, or youth violence and/or in preventing or controlling juvenile crime
  - Number of hours of training offered to staff
  - Number of program materials developed during the reporting period
  - Number of planning or training events held during the reporting period
- Outcomes
  - Number and percent of programs/initiatives employing evidence-based practices
  - Number and percent of staff to rate the training received as helpful
  - Number and percent of staff rated as improved by supervisors based on the idea that properly trained staff will perform better
  - Number and percent of prosecutors that handle cases involving juvenile offenders exclusively
  - Number and percent of cases disposed involving drugs, gangs, or youth violence
  - Number and percent of violent offenders cases prosecuted on a “fast track”
  - Number of options available (i.e. fast track prosecution or diversion) available for handling cases involving drugs, gangs or youth violence
  - Number and percent of program youth who were rearrested or seen at a juvenile court for a new delinquent offense
  - Number and percent of eligible youth served using graduated sanctions approach
  - Number and percent of policies based on a public health approach to crime control and prevention
  - For all clients served, the number and percentage of youth who exhibit a desired change in targeted behaviors during and after program participation, including the following as appropriate:
    - Substance abuse
    - Social competence/Anti-social behavior
    - School attendance and GPA
    - GED or High School completion
    - Job Skills/Employment status
    - Family relationships/family functioning
    - Gang-related activities



iv. Accountability-based programs

- Outputs
  - Number and percent of eligible youth served using graduated sanctions approaches
  - Number of school-community partnerships
  - Number of school-justice partnerships
  - Number and types of different accountability programs in operation
  - Percent of time per week spent on accountability programming
  - Number and percent of justice agencies providing accountability programming
  - Number of graduated sanctions slots the accountability program can service simultaneously at each sanction level (immediate, intermediate, secure care, aftercare)
  - Number of accountability program slots
  - Number of program materials developed during the reporting period
- Outcomes
  - Number and percent of youth completing program requirements
  - Number and percent of cases for which accountability options are used as part of the court/probation process
  - Number and percent of youth that through the court or probation system participate in accountability programming
  - Number of different accountability sanctioning options available
  - Number and percent of juvenile justice offenses for which accountability programs are an option
  - Average number of youth per probation officers
  - Number of supervision meetings per youth per month
  - Number and percent of youth with a behavioral contract developed at their intake into the accountability program
  - Number and percent of youth referrals across departments, organizations, agencies, or units
  - Number and percent of eligible youth entering an accountability program
  - Number and percent of youth to receive aftercare services
  - Average percent of days youth received treatment/services
  - Number and percent of youth assigned to alternatives to detention
  - Average number of days of program participation per youth
  - Number and percent of program youth who were rearrested or seen at a juvenile court for a new delinquent offense
  - For all participants referred to the program, the number and percentage of youth who exhibit a desired change in targeted behaviors during and after program participation, including the following as appropriate:
    - Substance abuse
    - Social competence/Anti-social behavior
    - School attendance and GPA
    - GED or High School completion
    - Job Skills/Employment status

- Family relationships/family functioning
- Gang-related activities

v. Reentry Programs

- Outputs
  - Number and percent of eligible youth served used graduated sanctions
  - Number of different pre-release and post-release programs implemented
  - Number of pre-release and post-release program slots
  - Number and percent of staff trained on pre-release and post-release program procedures
  - Number of hours of pre-release and post-release training offered to justice staff by type (orientation, continuing education, cross-training with community-based organizations)
  - Number of hours and number of people trained or received community outreach about pre-release and post-release programming
  - Number of program materials developed
  - Number of planning or training events held
- Outcomes
  - Number and percent of program youth completing program requirements
  - Number and percent of programs/initiatives employing evidence-based practices
  - Number and percent of target youth to receive pre-release and post-release programming
  - Number of different pre-release and post-release options available
  - Number and percent of eligible youth served using graduated sanctions approach
  - Number and percent of youth with whom an evidence-based practice was used
  - Average number of different services and treatments received by pre-release and post-release program participants
  - Number and percent of offenders to receive skills building training
  - Number and percent of youth to successfully complete their pre-release and post-release requirements
  - Number and percent of program youth who were rearrested or seen at a juvenile court for a new delinquent offense
  - Percent of individuals that exhibited increased knowledge of reentry after participating in training or community outreach
  - For all participants referred to the program, the number and percentage of youth who exhibit a desired change in targeted behaviors during and after program participation, including the following as appropriate:
    - Substance abuse
    - Social competence/Anti-social behavior
    - School attendance and GPA
    - GED or High School completion

- Job Skills/Employment status
- Family relationships/family functioning
- Gang-related activities

*d. Required collaboration*

- i. Letters of commitment from partnering organizations whose support and participation is required for successful program operation must be included as part of the application. Letters should identify the roles and responsibilities of all parties, the commitment period, point of contact for each partner, and any other necessary information. The letters of commitment should be dated no earlier than April 1, 2010.
- ii. Any Memoranda of Understanding or Memoranda of Agreement, or other formal interagency agreements described in the application must be in place within the first 30 days of the grant period. Any partnerships described in letters of commitment should be formalized by this time.

### **III. Application requirements**

Applicants are required to follow the format and content requirements below. Any missing items or deviations will render the application ineligible. The number of pages for the program narrative should not exceed twenty double-spaced pages on 8 ½ by 11 inch paper; pages in excess of the maximum will not be reviewed. Required attachments and budget/budget narrative do not count toward the application page count. Application margins must not be less than one inch; a font size of 12-point is required (Times New Roman or Courier type recommended); and all pages should be numbered.

*a. Project Abstract*

A project abstract must be included as the first page of the program narrative. It must not exceed 200 words and should briefly describe the following: the project's purpose; the population served; summary of activities that will be implemented to achieve the project's goals and objectives; and description of how progress towards these goals will be measured.

*b. Program Narrative*

The program narrative must provide a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project. The narrative section should not exceed twenty double-spaced pages. The narrative must contain the following elements:

- i. A description of the specific proposed program/project activities (including those required by the RFA) and how these activities will meet an identified community need;
- ii. Project/program model and approach, and how this approach is supported by empirical research/best practices;

- iii. A clear explanation/logic model for how the proposed program/project activities will facilitate the identified outputs/outcomes, and how the applicant will ensure the refinement of and fidelity to this logic model;
- iv. Timeline of key startup and implementation activities with associated project deliverables;
- v. Target population/stakeholders to be served;
- vi. Geographic area to be served;
- vii. Referral process (if applicable); and
- viii. How the program/project is consistent with and will further the applicant organization's mission, and will build/strengthen its own and/or the District's capacity and expertise.

*c. Performance Measures (Outputs/Outcomes)*

This section should list the identified outputs and outcome measures cited in the RFA as well as any additional proposed project/program/organizational outputs and outcomes. This section must describe the applicant's current capacity to collect, analyze, and report on data on the identified outputs and outcomes; the applicant's plan for collecting and reporting this data to JGA during the grant period; and how, if at all, the applicant will use JGA funds to improve this capacity.

*d. Statement of Qualifications*

The applicant must demonstrate the qualifications, experience, expertise, and capacity of the applicant organization and associated staff to achieve the identified outcomes; the applicant should provide qualitative and quantitative outcomes if possible. Any supporting reports, outcome data, presentations, awards, certifications, resumes, and/or references should be included as attachments. If applicable, this section should also speak to the applicants' past programmatic and administrative experience with JGA grants.

*e. Budget and Budget Narrative*

The applicant must provide the budget along with a budget narrative that provides a clear and detailed explanation of and justification for each expense in each category. If a match is required, then the proposed match sources and breakdown must be provided in the budget detail worksheet. The applicant must provide an outline of the administrative and fiscal oversight plan to ensure that the project remains on track and funds are requested and expended in a timely and appropriate fashion.

*1. Use of funds*

Proposed expenses must be consistent with the funding priorities and required use of funds identified in section II. A sample budget is located at on the JGA website for further guidance/clarification.

Costs must be incurred only during the grant period; any expense incurred outside of the grant period—October 1, 2010 to September 30, 2011—will be considered unallowable and will not be reimbursed.

JGA reserves the right to modify the allowable cost provisions of sub-grant awards based upon federal or District policy.

The following restrictions apply to the use of funds from this RFA:

- Supplanting: JGA funds must be used to support new activities or to supplement existing funds for program activities, and not replace funds already appropriated for the same purpose.
- Construction/Other Prohibited Uses: JGA funds may not be used to purchase, lease, rent, or acquire security enhancements or equipment to non-governmental entities not engaged in criminal justice or public safety; vehicles, vessels, or aircraft; luxury items; real estate; construction projects, other than penal correctional institutions; or any similar matters.
- Travel: Grantees cannot exceed federal travel, meals and lodging rates established by the US General Services Administration as found at [www.gsa.gov](http://www.gsa.gov).
- Lobbying: No grant funds shall be used to pay for any personal services, advertisement, telegram, telephone communications, letter, printed or written matter, or other device, intended to influence a member of Congress or any other federal, state, or local elected official to favor or oppose any act, bills, resolutions, or similar legislation, or any similar initiative, constitutional amendment, or any similar procedures by Congress, and local council, or any similar governing body, except that this subsection shall not preclude such funds from being used in connection with communications to federal, state, or local elected officials through proper official channels, pertaining to authorization, appropriation, or oversight measures directly affecting the operation of the programs involved.

## 2. Match

As per federal guidelines, grantees are required to match 10% of the project costs of their JGA sub-grant award for the 12 month project period. Applicants must satisfy this match requirement with cash funding; federal funds cannot be used to match a federal award.

In order to calculate the match required, applicants should use the following formula:

Award amount / 90% = adjusted project costs x applicant's share = **required match**

Example: For a sub-grant award of \$100,000 from JGA, the applicant would be responsible for:

$\$100,000 / 90\% (.9) = \$111,111 \times 10\% (.1) = \mathbf{\$11,111}$

Grantees will be required to provide JGA with quarterly match updates with supporting documentation. All match expenses identified in the proposed budget could be subject to an audit.

*f. Financial Statements/Business License*

Applicants are required to submit a copy of the most recent and complete set of audited or unaudited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (profit and loss statement), and a balance sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within three years before the date of the grant application.

The applicant must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the applicant's business status, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status.

*g. Sustainability*

Applicants that are funded under this solicitation should not expect to receive continued funding from JGA for the same project for future fiscal years. Applicants' sustainability plans are weighted heavily in JGA's application reviews and scoring, and grantees' ability to sustain JGA-supported activities is a strong consideration in all future JGA funding decisions.

*h. Disclosure of Legal Proceedings*

Applicants must disclose, in a written statement and on organization letterhead, the truth of which is sworn or attested to by the applicant organization, whether the applicant organization, or where applicable, any of its officers, partners, principals, members, associates, or key employees, within the last three years prior to the date of the application has:

- i. been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud; or
- ii. been the subject of legal proceeding arising directly from the provision of services by the organization.

If the response is in the affirmative, the applicant must fully describe any such indictments, charges, conviction, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

## **IV. Administrative Requirements**

*a. Tax Requirements*

Successful applicants selected for award must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the

applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR.

Successful applicants may be asked to submit an affidavit indicating that the applicant organization is current on all taxes, including Unemployment Insurance and Worker's Compensation premiums.

*b. Programmatic reporting/Monitoring*

Grantees are required to submit, in electronic form, quarterly programmatic reports to JGA. Grantees will be required to report on the performance measures (outputs/outcomes) identified in section II. c. through quarterly programmatic reports submitted to JGA as well as semi-annually or annually directly to the federal government. Additional information on federal reporting procedures and due dates will be provided at the time of award. All grantees will receive, at a minimum, an annual site visit from JGA staff to review their grant file, administrative procedures, and program operations.

*c. Reimbursement requests and expenditure reports*

JGA grants function on a cost-reimbursement basis only. Reimbursements will be processed on a quarterly basis. Grantees that prefer monthly reimbursements may request such from the JGA program manager at the time of their grant award.

In addition to specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the cost principles delineated in the Office of Management and Budget Circular A-21, Cost Principles for Educational Institutions", A-122, Cost Principles for Non-Profit Organizations", A-87, and Cost Principles for State, local and Indian Tribal Governments", Circular A-133 (Audits of States, Local Governments and Non-Profit Organization), and the U.S. Department of Justice, Office of Justice Programs, Financial Guide (<http://www.ojp.usdoj.gov/financialguide/>) and the District of Columbia *City-Wide Grants Manual and Sourcebook*.

Grantees will be required to submit electronic requests for reimbursement accompanied by scanned supporting financial documentation (i.e. copies of cancelled checks, financial bank statements, etc.) and signature pages to JGA. Grantees that are unable to scan financial documentation can request the use of grant funds for a scanner, if allowable.

*d. Insurance clause*

Successful applicants will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided (e.g. its general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder). JGA will provide additional guidance on insurance documentation and requirements at the time of award.

*e. High Risk Designation*

Organizations will be designated “high risk” if JGA determines that the organization is otherwise responsible but:

- i. Has been designated “high risk” by another entity
- ii. Has a history of unsatisfactory performance
- iii. Is not financially stable
- iv. Has a management system that does not meet the management standards set forth in this part; or
- v. Has not conformed to terms and conditions of a previous award

If JGA determines that an award will be made to a high-risk organization, then funding restrictions may be included. If JGA decides to impose any funding restrictions, then JGA will notify the organization in writing of the restriction, the reason(s), corrective actions, and process for requesting reconsideration.

*f. Privacy/Confidentiality*

Except as otherwise provided by federal law, no recipient of JGA funds shall use or reveal any research or statistical information furnished under JGA by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with the JGA program funded. Such information, and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

Client records will be kept confidential and secure in accordance with the District and federal regulations. In accordance with standard practice, only aggregate data and/or individual data that is non-identifiable will be released.

*g. Additional requirements*

JGA reserves the right to require additional certifications and/or information. JGA will provide written notice of any additional requirements.

**V. JGA, Funding, and RFA Background**

*a. JGA agency description*

The Justice Grants Administration is the State-Administering Agency (SAA) that secures and manages federal grant funds related to juvenile and criminal justice for the District of Columbia. JGA is responsible for directing and administering these and other funding streams to the community in a way that facilitates improved programs, policies, and coordination for the District’s juvenile and criminal justice systems. For more information about JGA, please refer to the JGA website (<http://jga.oca.dc.gov>)



*b. Competitive regulations*

JGA follows the competitive bid process for all grant funds in accordance with District and federal competitive regulations. All applications will be considered under the federal guidelines that determine allowable expenses for each specific federal grant.

*c. Payment provisions*

Grant funds, including intra-districts, are awarded on a cost reimbursement basis only. There are no cash advances for start-up costs, or otherwise.

*d. Non-discrimination in delivery of services and discrimination reporting*

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree to not discriminate in their provision of services against any and all protected populations. In addition, grantees agree to notify JGA within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. 2000d); the Rehabilitation Act of 1973 (29 U.S.C. 794); the Americans with Disabilities Act of 1990 (42 U.S.C. 12131-34); the Education Amendments of 1972 (20 U.S.C. 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

*e. Rights in data*

Grantees may not publish scientific or technical articles based on this data and/or information without the prior approval and written consent of JGA. JGA shall not unreasonably withhold consent of the sub grantee's request(s) to publish or reproduce data in professional and scientific publications.

*f. Corrective action and termination of funding*

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion progressive actions will be taken, at the discretion of the District of Columbia and its representatives, up to and including termination. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

*g. Contingency clauses*

- i. JGA reserves the right to make changes to the RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the federal government. Funding for grantees is contingent on continued funding from the grantor.

- ii. The RFA does not commit JGA to award sub-grants. JGA reserves the right to accept or reject any or all applications if the agency determines it in the best interest of the agency to do so. The agency will notify all applicants of the rejected proposals. JGA may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal or District regulation or requirement.
- iii. JGA reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
- iv. JGA shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
- v. JGA may conduct pre-award on-site visits to verify information submitted in the application or to determine if proposed facilities are appropriate for the proposed services.
- vi. JGA may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
- vii. If there are any conflicts between the terms and conditions of the RFA and any federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **VI. Proposal Submission and Review Process**

### *a. Registration*

Applicants are strongly encouraged to subscribe to JGA's FY 2011 Funding Opportunities email updates. This will enable JGA to send announcements, updates and reminders regarding application deadlines, information sessions, applicant Q&A and other important notices. Note: applicants may subscribe for FY 2011 Funding Opportunities email updates only through the close of the FY 2011 solicitation period. After application deadlines, the list will be closed. Registration may be accessed on the Funding Opportunities page of JGA's website:

<http://jga.dc.gov/DC/JGA/Grantmaking/Funding+Opportunities/Funding+Opportunities>

### *b. Submission process*

Applicants must email an electronic copy of their application to JGA. If applicants are unable to scan the required signature pages then these signature pages should be faxed to JGA by the application deadline. All other materials must be received electronically.

All required sections of the funding application must be received by May 28, 2010 at 5:00 PM; late proposals will not be accepted nor will JGA consider any applications that do not include all required application elements and attachments.

Finally, all electronically submitted documents should include the RFA # to which the application is responding as well as the submitting organization's name in the title of the electronic file.

*c. Inquiries*

All questions pertaining to this (RFA) must be submitted in writing via email to the identified JGA grant manager. The questions and answers will then be distributed to all applicants. Questions that can be answered by referring to sections of the application, or that are specific to an applicant, may be answered directly by JGA staff. Oral explanations or instructions given prior to the award of grants will not be binding.

*d. Informational session*

JGA will host an informational session webinar for this solicitation. Additional information on the date and time will be provided at a later date; applicants must register for JGA's Funding Opportunities email updates to receive announcements regarding the informational session

(<http://jga.dc.gov/DC/JGA/Grantmaking/Funding+Opportunities/Funding+Opportunities>).

Attendance at the informational session is not mandatory for submitting an application but is strongly encouraged. Questions and answers from the informational session will be posted on JGA's website no later than a week after the conclusion of the informational session. Additional questions and answers received by JGA related to the substance of the RFA may continue to be posted on JGA's website.

*e. Application review and scoring*

All applications that are complete and that meet the application criteria will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory only. The final decision to fund programs rests solely with the JGA Director.

All applications for this RFA will be objectively reviewed and scored against the following application areas and key criteria:

- Outputs and outcomes (15 points)
- Program/project activities (35 points)
- Experience, expertise, and capacity (25 points)
- Sustainability plan (15 points)
- Budget and fiscal/administrative oversight (10 points)

*f. Award decisions and notification*

JGA will notify all applicants of the final award decision no later than September 30, 2010 pending notification to JGA of the federal award. For those applicants receiving funding, written notice will include the exact grant award amount; award agreement with all award terms and conditions; and any supplemental information required.

## **VII. Application Checklist**

All applicants (including current/former JGA grantees) must email all application materials listed below to [jga.agency@dc.gov](mailto:jga.agency@dc.gov)

### **General Application Requirements**

- ☐ Signed Applicant Cover Sheet (Attachment A)
- ☐ Program Narrative: The program narrative should including the following elements
  - Abstract
  - Proposed project/program activities
  - Outputs and outcomes
- ☐ Qualitative/quantitative data, presentations, reports (if applicable)
- ☐ Statement of Qualifications
- ☐ Signed letters of commitment
- ☐ Budget Template and Budget Computation/Narrative (Attachment B)
- ☐ Sustainability Plan

### **Administrative Application Requirements**

- ☐ Certification Regarding Lobbying: Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Attachment C)
- ☐ Standard assurances (Attachment D)
- ☐ Statement of Certification (Attachment E)
- ☐ Documentation that applicant organization is a legally-authorized entity (see section III. f.)
- ☐ Office of Tax and Revenue (OTR) certification (if available)
- ☐ Disclosure of organizational budget with a listing of all current and potential funding sources (most recent)
- ☐ Audited financial statement (most recent)
- ☐ Completed W-9 form
- ☐ Completed Master Supplier Form
- ☐ ARIBA confirmation
- ☐ Organizational chart
- ☐ Roster of board of directors (if applicable)
- ☐ Key staff resumes (if applicable)